

Job Announcement

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Opening Date:	October 9, 2013	Closing Date:	Open until filled
Job Title:	Executive Director, Judiciary Dept/HR	Position Type:	Regular Full Time
PIN:	000412	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	Grade/ Starting Salary Range:	\$09 \$86,289 - \$103,454 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The Executive Director of the Judiciary Department of Human Resources (HR) is a member of the Executive Management Staff of the Administrative Office of the Courts. Under the direction of the State Court Administrator, the incumbent develops and directs the Maryland Judiciary's Human Resources programs, including formulating the Judiciary's Human Resources policies, procedures, services, and operations. Oversees and manages all HR functions including: Employee Relations, Recruitment and Retention, Compensation and Classification, Benefits, Retirement, Payroll, EEO, Professional Development, Leave Accounting and Leave Administration. Manages and monitors a staff who serves in Judiciary wide specialized human resources roles. Develops and manages the HR budget in consultation with the Budget and Finance department. Ensures that the Judiciary's human resources activities are conducted in compliance with all applicable state and federal laws, regulations, policies and procedures. Assists in planning, designing and implementing human resources related initiatives that support the mission, vision and goals of the Judiciary. Provides consultation to the State Court Administrator on strategic staffing plans, organizational development, compensation and classification methodologies and risk reduction. Performs all other duties as assigned.

Educational: Bachelor's Degree in Human Resources, Public or Business Administration or related field from an accredited college or university.

Experience: A minimum of six years of progressively responsible experience in HR services. Experience must include: 1. A minimum of five years of supervisory or project management experience and demonstrated knowledge of the principles of supervision and personnel management and 2. A minimum of three years of experience in compensation, classification, organizational design or related discipline. Compensation experience to include proficiency in the use of point factor position evaluation, costing, survey analysis, and salary structure design.

Preferred: Professional certification with World at Work (WAW) and/or SPHR desired.

Skills/Abilities: Ability to demonstrate leadership skills including but not limited to decision making, problem solving, analytic and interpretive skills. Ability to develop and implement strategic and tactical organizational plans and services. Ability to use sound judgment in structuring and organizing work and setting priorities. Ability to demonstrate excellent written, verbal, and interpersonal communication skills. Ability to effectively manage sensitive matters regarding conflict and negotiations. Ability to complete multiple tasks simultaneously and within time constraints. Ability to demonstrate flexibility with managing change. Knowledge of HR related laws, procedures, and regulations. Knowledge of HR information systems, word processing and spreadsheet software and email applications. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received in the Human Resources Office at the address below. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.